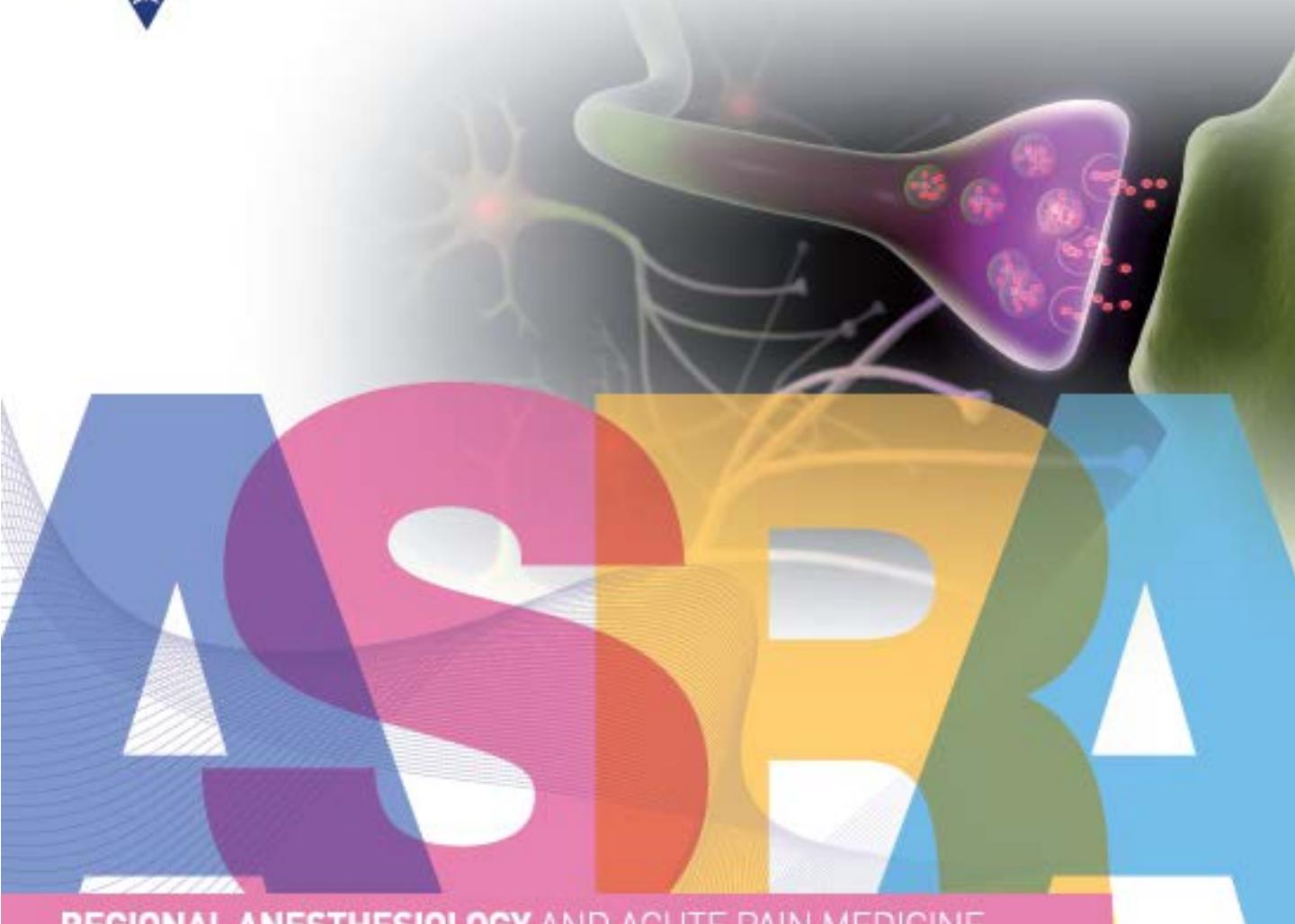




Advancing the Science and Practice of Regional Anesthesia and Pain Medicine



REGIONAL ANESTHESIOLOGY AND ACUTE PAIN MEDICINE



38<sup>th</sup>

Annual Regional  
Anesthesiology and Acute  
Pain Medicine Meeting

May 2-5, 2013  
Boston, Massachusetts

[www.kenes.com/ASRASpring](http://www.kenes.com/ASRASpring)

EXHIBITOR'S TECHNICAL MANUAL





## REGIONAL ANESTHESIOLOGY AND ACUTE PAIN MEDICINE

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Dear Exhibitor:

This **ASRA2013** Exhibition Technical Manual is designed to assist you in preparing for a successful event and contains important information.

Please read the information in this manual. It will take you very little time now and could save you a great deal of time later.

The Exhibition will be held in conjunction with **ASRA 2013 – 38<sup>th</sup> Annual Regional Anesthesiology and Acute Pain Meeting** held on **May 2 - 8, 2013** at the **Westin Boston Waterfront hotel, Boston, MA**.

The Exhibition floor plan has been designed to maximize the Exhibitor's exposure to the delegates.

We look forward to welcoming you in Boston and wish you a successful Meeting and Exhibition.

Please do not hesitate to contact me for further information or assistance.

Warm regards,

Mr. Gil Orevi  
Technical and Exhibition Manager



# REGIONAL ANESTHESIOLOGY AND ACUTE PAIN MEDICINE

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## Section 1: GENERAL INFORMATION

**Congress Secretariat****38th Annual Regional Anesthesiology and Acute Pain Medicine Meeting**

Toll Free Number 1-866-739-4452

Fax: 1-718-269-6188

E-Mail: [asra@kenes.com](mailto:asra@kenes.com)Website: [www.kenes.com/asra](http://www.kenes.com/asra)**Technical and Exhibition Manager****Mr. Gil Orevi**

Tel: +41 22 908 0488 ext: 911

Fax: +41 22 732 2850

Mobile: +972 54 678 7911

E mail: [gorevi@kenes.com](mailto:gorevi@kenes.com)**Registration Manager****Mr. Motti Levy**

Tel: +41 22 908 0488 Ext 912

Fax: +41 22 906 9140

E mail: [mlevy@kenes.com](mailto:mlevy@kenes.com)**Sponsorship and Exhibition Sales Contact****Mrs. Robin Hoyle**

Tel: (727) 498 7484

Fax: (727) 362 6210

E mail: [rhoyle@kenes.com](mailto:rhoyle@kenes.com)**Venue Address**

The Westin Boston Waterfront

425 Summer Street

Boston, Massachusetts 02210

USA

Tel: (617) 532-4600

Website: <http://www.westinbostonwaterfront.com/>**Website**

For updated information regarding the Congress, please visit the website:

<http://www2.kenes.com/ASRA2013>



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## Exhibition Timetable at-a-glance (subject to changes)

Set-up for space stands larger than 10 ft' X 20ft' only	Tuesday, April 30	5:00pm – 11:59pm
Set up	Wednesday, May 1	8:00am – 11:59pm
	Thursday, May 2	8:00am – 12:00pm
Exhibition Opening Hours	Thursday, May 2	3:00pm – 7:15pm
	Friday, May 3	9:30am – 4:30pm
	Saturday, May 4	9:00am – 11:00am
Dismantling / Breakdown	Saturday, May 4	<b>** 11:00am – 11:59pm</b>

**\*\*Dismantling of the stands before the official hour is not permitted.**

Empty crates and packaging material must be removed after set-up and no later than Thursday, May 2 at 12:00pm

All aisles must be clear of exhibits and packaging materials to enable cleaning.

Any equipment, display aid or other material left behind on Saturday, April 20 after 12:00am will be considered discarded and abandoned.

### Please note:

It is the exhibitor's responsibility to dispose of all materials after dismantling. Any charges incurred for waste removal will be sent to the exhibitor.

### Lunches and Coffee Breaks

Please note that all lunches and coffee breaks will be served in the Exhibition Hall.

### Smoking

38<sup>th</sup> Annual Regional Anesthesiology and Acute Pain Meeting is a non-smoking Congress.

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### Section 2: EXHIBITION FLOOR PLAN, LIST OF EXHIBITORS, IMPORTANT DATES

#### EXHIBITION FLOOR PLAN (as of February 2013)





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## List of Exhibitors (as of February 2013)

Company	Booth #	Size (SQF)	Layout
B. Braun Medical Inc.	TBA	20 x 20	Pipes
BK Medical	2	10 x 10	Pipes
Cadence Pharmaceuticals Inc	10	10 x 10	Pipes
CIVCO Medical Solutions	8	10 x 10	Pipes
Cumberland Pharmaceuticals Inc	12	10 x 10	Pipes
Elsevier Inc	25	10 x 10	Pipes
Havel's Inc	3	10 x 10	Pipes
I-Flow LLC, a Kimberly-Clark Healthcare Company	20	20 x 20	Space
IMD Inc	11	10 x 10	Pipes
Lippincott Williams & Wilkins   Wolters Kluwer Health	32	10 x 10	Pipes
Millenium Labs	1	10 x 10	Space
Neurotherm	16	10 x 10	Pipes
Pain Medicine News	5	10 x 10	Space
PharMedium Services LLC	4	10 x 10	Pipes
Philips Healthcare	19	20 x 20	Pipes
Sonosite Inc	23	10 x 20	Pipes
Summit Medical Products Inc	33	10 x 10	Pipes
Teleflex	24	10 x 20	Space
The American Board of Anesthesiology Inc	9	10x10	Pipes
Touch of Life Techonologies	6	10 x 10	Space
Transdermal Therapeutics	15	10 x 10	Pipes



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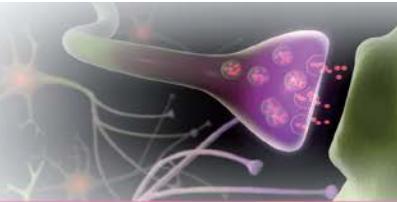
## Important Dates

Submission of Exhibition Forms	Deadlines	Tick Box Upon Completion
Hotel Reservation for Staff	As soon as possible	
Designed Stand Approval	Wednesday, April 10	
Furniture Rental	Friday, April 19	
Stand Cleaning, Exhibitor Badges, Barcode reader, Fascia Writing Electrical connection	Friday, April 19	
Payment of Invoice Balance	Must be received in full before Exhibition opens	
Cargo Information	Important dates	Tick Box Upon Completion
Shipments will be received in ware house from	Tuesday, April 2	
Ware house opening hours	Monday to Friday 8:00am - 3:30pm	
Shipments will be received deadline	Friday, April 19	
Direct deliveries to Congress venue	Wednesday, May 1	

**Any order received after the mentioned deadlines above will be charged 50% surcharge**



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## Section 3: EXHIBITION SERVICES

### Exhibitor Badges

All exhibitors are required to register and will receive a badge displaying the exhibiting company name. Exhibitor badges included in your booth purchase package provide free access to the Exhibition area, lunch and coffee breaks.

Two exhibitor badges will be given for 10' X 10' booked and one additional badge for each 100 square feet booked thereafter. Any additional stand personnel will be charged at **\$215 USD** per exhibitor badge. These badges are for Company personnel and will not entitle access to the Scientific Sessions.

All personnel are required to wear badges to access the venue. Company representatives not wearing their badges will not be allowed to access the exhibition.

Company name badges are for the use of company personnel for stand manning purposes and should not be used by companies to bring visitors to the exhibition.

Individual participant names will not appear on badges in order that they may be used interchangeably between staff members.

Exhibitor's badges will not be mailed in advance and may be collected from the Registration Desk on site.

Please fill in the order form found on Page 17 and fax it to the attention of Mr. Gil Orevi at: +41 22 732 2850 or send it Via Email to [gorevi@kenes.com](mailto:gorevi@kenes.com) no later than Friday, April 19, 2013.

### Service Passes

Stand contractors and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Exhibition Manager's Desk on-site.

### Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers are a helpful tool for receiving contact information about participants who visit your booth.

For further information about barcode readers, please visit the following website:

<http://www.codcorp.com/assets/manual/C004387-06-CR3500-user-manual.pdf>

### Please Note:

Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

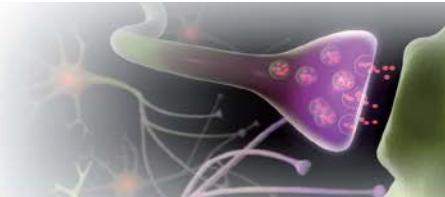
In addition, please note that neither Kenes International nor the Organising Committee is responsible for the content of the information.

The system may be picked up on site on: Thursday, May 2 at 12:00pm

The lead retrieval system needs to be returned to the Exhibition Manager by: Saturday, May 4 by 11:00am.

Barcode readers may be rented in advance for the cost of **\$350** per system for the duration of the congress.

In order to reserve your Lead Retrieval Wireless Barcode Reader, please fill in the order form found on page 18 and fax it to the attention of Mr. Gil Orevi at: +41 22 732 2850 or by E mail to [gorevi@kenes.com](mailto:gorevi@kenes.com) no later than Friday, April 19, 2013.



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### **Section 4: OFFICIAL CONTRACTORS**

**Stand Construction, Stand Fittings, furniture, Cleaning**

**Customs Clearance, Freight Handling**

**Vista Convention Services South**

Customer Service

6901 NW 26th Avenue

Miami, FL 33147

Tel: (305) 673-1123

Fax: (305) 673-8713

Email: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.com)

**Stand Electricity, Internet, Stand Catering and manpower**

**Westin Boston Waterfront Hotel**

Ms. Melissa Lowery

Tel: (617) 532-4885

Fax: (617) 532-4889

E mail: [Melissa.Lowery@westin.com](mailto:Melissa.Lowery@westin.com)

**AV**

**PSAV**

Mr. Eric Morgani

Tel: (617) 532-4633

E Mail: [emorgani@PSAV.COM](mailto:emorgani@PSAV.COM)

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## Section 5: TECHNICAL INFORMATION

### Exhibition Hall

The ASRA2013 Exhibition is being held in the Gallery Level of the Westin Boston Hotel

### Floor

The Exhibition area is carpeted with a gray colour carpet

### Build-up Height

The maximum building height for the top of all elements in the booth is **8ft.**

### Ceiling Suspensions

Ceiling hangings are not permitted.

### Pipes and Drapes Stands

#### Pipes and Drapes stands include:

- Standard Pipes and Drapes units
- 7" x 44" Exhibitor ID sign
- 20amp circuit with extension cord
- 1x waste basket
- 2 x side chairs
- 1x 6' draped table
- Exhibition badges
- Cleaning of public areas and gangways
- Tea/coffee/lunch for registered exhibitors
- Welcome Reception for registered exhibitors
- Corner stands are provided with two open sides



For illustration purposes only

#### A shell scheme stand does not include:

- Stand cleaning
- Extra Furniture

\*7 digits, including spaces, may be written on your Exhibitors ID sign for every 3' of sign length.

Please fill in the ID sign order form, found on page 19 and fax it to the attention of Mr. Gil Orevi at:

+41 22 732 2850 or by E mail to [gorevi@kenes.com](mailto:gorevi@kenes.com) no later than Friday, April 19, 2013.

**Kindly note that If the text for your ID sign is not received by this date, we will provide you with a fascia title as per your application form**

### Additional Stand Fittings and Furniture

**VISTA Convention Services South** is the official stand builder for the ASRA 2013 Exhibition. Please see Full Exhibitor's kit at the end of the manual with all furniture catalogue, stand fitting options and shipping instructions



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### Stands Design

Exhibitors who build their own stand are required to submit for approval a scale drawing, including elevation views to Mr. Gil Orevi at Email: [gorevi@kenes.com](mailto:gorevi@kenes.com) by April 10, 2013.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths or damaging the premises.

Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits.

**Please note that stand equipped with a Platform floor higher than 2 cm, on which visitors are permitted, must include a 2.5ft wide access ramp with a slope of 2 % to 8 %, which must be integrated into the stand design ; it must not extend beyond the allocated floor space.**

The Organizers will not approve stands that do not comply with the accepted standards until the necessary changes have been made.

Each exhibiting company should let us know the name and details of their construction company in advance. Please send this information to Mr. Gil Orevi at: [gorevi@kenes.com](mailto:gorevi@kenes.com) no later than April 10, 2013

**Work cannot commence until the exhibitors layout is approved by the Organizers.**

### Electrical Connections

According to the regulations, the electrical installations for the exhibition will only be connected to the power supply after being checked and approved by the **Westin Boston Waterfront Hotel**.

To ensure maximum safety, all electrical connections to the power supply can only be carried out by the **Westin Waterfront Boston Hotel**

Pipes and Drapes stands are equipped with Electric connection of **20amp circuit with extension cord**  
If you wish to upgrade your connections please fill in the Order found on page 28 of the Exhibitors Kit and send it to Ms. Melissa Lowery at: [Melissa.Lowery@westin.com](mailto:Melissa.Lowery@westin.com) or fax it to: (617) 532-4889

**Kindly note that space only stands are not provided with electricity connection. For electricity connection options and cost please see electricity order form found at the end of the Exhibitors kit.**

### Stand Cleaning

The Organizers will arrange for general cleaning of the exhibition premises (excluding exhibits and displays) prior to the opening of exhibition and daily prior to opening thereafter.

If you would like to arrange for additional stand cleaning, please fill in the order form found on page 28 of the Exhibitors Kit.

### Stand Catering

The catering in the **Westin Boston Waterfront Hotel** is on exclusive Bases.

For Menu options, price list and in order to receive a quote please contact:

#### **Ms. Melissa Lowery**

Tel: (617) 532-4885

Fax: (617) 532-4889

E mail: [Melissa.Lowery@westin.com](mailto:Melissa.Lowery@westin.com)



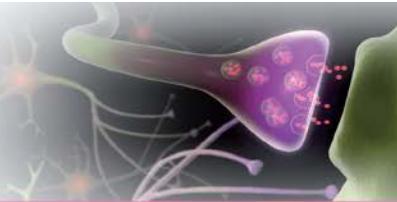
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### Telecommunications

If you would like to order a dedicated internet connection for your stand please fill the order form found on page 28 of the Exhibitors Kit and send it to:

**Ms. Melissa Lowery**

Tel: (617) 532-4885

Fax: (617) 532-4889

E mail: [Melissa.Lowery@westin.com](mailto:Melissa.Lowery@westin.com)

### Stand Security

The Organisers will provide security services in the exhibition hall during closing hours. Neither the venue nor the organisers can accept responsibility for security of the stands and their contents or damage or theft of any good. Exhibitors are responsible for the security of their stand and equipment. If you wish to order individual stand security, please contact:

**Ms. Melissa Lowery**

Tel: (617) 532-4885

Fax: (617) 532-4889

E mail: [Melissa.Lowery@westin.com](mailto:Melissa.Lowery@westin.com)

### Hostesses

If you wish to order hostess services for your booth, please contact:

**Ms. Melissa Lowery**

Tel: (617) 532-4885

Fax: (617) 532-4889

E mail: [Melissa.Lowery@westin.com](mailto:Melissa.Lowery@westin.com)

### Delivery & Logistic Services

VISTA Are the Sole official freight forwarder agent for the ASRA 2013 Spring Meeting and Exhibition. To ensure the smooth unloading and arrival of your material into the venue, we recommend using the Official Freight Forwarder services.

Exhibitors/stand builders, who choose to use their own services to deliver their goods to the venue door or warehouse, are still required to contact the official freight forwarder, **VISTA**, in order to coordinate the time schedule for unloading of cargo into the venue.

Please contact:

**Vista Convention Services South**

Customer Service

6901 NW 26th Avenue

Miami, FL 33147

Tel: (305) 673-1123

Fax: (305) 673-8713

Email: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.com)

Shipping instruction, Tariff, storage of empty packages service and labels for your shipment can be found on page 18 of the Exhibitors Kit

Contractors are prohibited from using trolleys during the build-up and dismantling times.



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Boston, Massachusetts[www.kenes.com/asraspring](http://www.kenes.com/asraspring)**Section 6: RULES AND REGULATIONS (Binding for all exhibitors and their subcontractors)****Waste Removal**

Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.

Any discarded waste, including promotional material, left behind will be removed by the organizers at the expense of the exhibitor concerned.

**Damage to the Building**

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

**Disposal of Material**

It is obligatory to collect and dispose of all material during the build up or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind and any costs incurred by the venue in removing this property will be charged to the exhibitor.

**Fire Regulations**

Stand material and fittings must be of non-flammable materials or impregnated with fire-retardant chemicals. As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.

**Fire Insurance (compulsory)**

Exhibitors must be insured against fire.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

**Hanging of Posters, Banners etc.**

Hanging of posters, banners or decals, stickers or similar things, on the walls, floors, ceilings, or columns within or outside the installations of the venue are not allowed without a prior written authorization.

**Insurance (compulsory)**

While every reasonable precaution will be taken to protect the Exhibitors' property while on display at the Exhibition, it must be clearly understood that the management of the Westin Boston Waterfront Hotel, the Organizers, and the Official Contractors cannot accept any liability for any loss or damage sustained.

You are also responsible for insuring against any legal liability incurred in respect to injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against Abandonment and Cancellation or curtailment of the event due to reasons beyond our control.

Please ensure that you have adequate insurance cover for the duration of the event.

**Liability**

Companies are responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organisers against all claims and expenses arising there from. In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed, or altered in any way, whole or part, or if the Organisers find it necessary to change the dates of the Exhibition, the Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Organisers shall further not be liable for any loss which the Exhibition or Exhibition Contractors may incur owing to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any matter whatsoever.



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### Promotional Activities

All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighbouring exhibits. Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

### Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands. No permission will be given for projection in the aisles or on the walls of the hall.



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## Section 7: ORDER FORMS

### Order Form – Badges

**DEADLINE FOR RETURN:** April 19, 2013

**Return to:** Mr. Gil Orevi

Fax: +41 22 906 9140

Email: [gorevi@kenes.com](mailto:gorevi@kenes.com)

Company \_\_\_\_\_

Contact name \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

All stand personnel are required to register. Two exhibitor badges will be given for 10' X 10' booked and one additional badge for each 100 square feet booked thereafter. Any additional stand personnel will be charged at **\$215 USD** per exhibitor badge. These badges are for Company personnel and will not entitle access to the Scientific Sessions.

**Please note that individual participant names will not be written on the Exhibitor badges. Only the company name will appear.**

Registered stand personnel will receive:

- Badge with Company name
- Access to the Exhibition Hall
- Entrance to Welcome Reception
- Tea/Coffee/ Lunches during official breaks

A maximum of 25 letters can be printed on the badge. Please indicate in the box below how you would like your company name to appear:

Please indicate the total number of badges required:

DESCRIPTION	COST	QUANTITY	TOTAL
Free Badges	\$0.00 USD		
Extra Badges	\$215 USD		
Total			

An invoice will be sent for all additional badges required.



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Boston, Massachusetts[www.kenes.com/asraspring](http://www.kenes.com/asraspring)**Lead Retrieval Wireless Barcode Reader Order Form****DEADLINE FOR RETURN:** April 19, 2013**Return to:** Mr. Gil Orevi

Fax: +41 22 906 9140

Email: [gorevi@kenes.com](mailto:gorevi@kenes.com)

Thank you for your order of the lead retrieval wireless barcode reader. We hope that you will find this system an enhancement to your Congress experience.

Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details. In addition, please note that neither Kenes International nor the Organizing Committee is responsible for the content of the information.

In accordance with the security measures taken by credit card companies, please complete the following form in **your own handwriting** and sign. Your card will be charged **\$350** for each system you order. Please note that if the system is not returned to the Registration desk by Saturday, May 4 by 11:00, an additional \$1500 charge will be made to your credit card.

**Number of lead retrieval wireless barcode readers requested:** \_\_\_\_\_**Authorization for Credit Card Charges**

Name of Company: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

We here by authorize Kenes International – Organizers of Conference to make the charge of \$350 for each lead retrieval wireless barcode reader ordered for **ASRA 2013 – 38<sup>th</sup> Annual Regional Anesthesiology and Acute Pain Meeting held on May 2 - 8, 2013 at the Westin Boston Waterfront hotel, Boston, MA.**

**Details of Credit Card to be charged:**

Number: .....

Expiration date: .....

Name of Card holder: .....

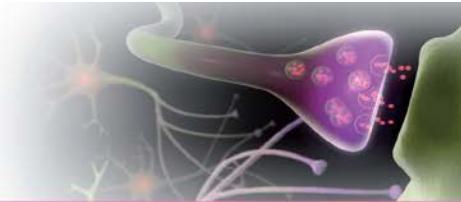
Email address: .....

Tel number: .....

Security digits (on the back of the credit card).....

Date: .....

SIGNATURE of Card holder: .....



# **REGIONAL ANESTHESIOLOGY AND ACUTE PAIN MEDICINE**

38<sup>th</sup>

## Annual Regional Anesthesiology and Acute Pain Medicine Meeting

May 2-5, 2013,  
Boston, Massachusetts

[www.kenes.com/asraspring](http://www.kenes.com/asraspring)

## **Order Form – ID sign (for Pipes and Drapes only)**

**DEADLINE FOR RETURN:** April 19, 2013

**Return to:** Mr. Gil Orevi

Fax: +41 22 906 9140

Email: [gorevi@kenes.com](mailto:gorevi@kenes.com)

For companies using Pipes and Dapes construction – please indicate how your company's name should appear on the ID sign of your booth.

\*7 digits, including spaces, may be written on your ID sign for every 3' of sign length.

**Please note that we do not include the commercial title (such as: Ltd, GmbH) on the ID sign of the stand.**

**Company's name to be displayed on the ID sign board:**

\_\_\_\_\_

**Company:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail:** [robert.schaeffer@uni-muenster.de](mailto:robert.schaeffer@uni-muenster.de)

If text for your ID sign is not received by April 19, 2013 we will provide you with an ID title as per your application form.



**ASRA 2013 SPRING MEETING  
WESTIN BOSTON WATERFRONT  
BOSTON, MA  
MAY 2-5, 2013**



WESTIN BOSTON WATERFRONT  
BOSTON, MA  
MAY 2-5, 2013



6901 NW 26th AVENUE  
MIAMI, FL 33147  
TEL: (305) 673-1123 FAX: (305) 673-8713  
[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

DEADLINE DATE:  
**APRIL 19, 2013**

## **QUICK FACTS**

Welcome to the **ASRA 2013 Spring Meeting**. Please refer to the information below for important details for the show. If you have any questions, please contact us at 305-673-1123.

**Location:** WESTIN BOSTON WATERFRONT  
425 SUMMER STREET  
BOSTON, MA 02210

**Show Opens:** THURSDAY, MAY 2, 2013 AT 3:00 PM

**Dismantle:** SATURDAY, MAY 4, 2013 AT 12:00 PM

### **Important Deadlines / PRE SHOW**

• Advance Rates	APRIL 19, 2013
• Graphics	APRIL 19, 2013
• Advance Shipping Begins	APRIL 2, 2013
• Showsite Delivery	MAY 1, 2013 AT 8AM
• Advance Shipping Ends	APRIL 19, 2013

### **Important Deadlines / POST SHOW**

• Driver Check-In	MAY 4, 2013 AT 1:00 PM
• Bill-of-Lading	MAY 4, 2013 AT 1:00 PM
• Re-Routing of Freight	MAY 4, 2013 AT 4:00 PM

### **SHIPPING TO THE ADVANCE WAREHOUSE:**

**TO: ASRA 2013 SPRING MEETING**  
(Exhibiting Company's Name & Booth Number)  
**C/O YRC FREIGHT**  
**95 CONCORD STREET**  
**READING, MA 01864**  
**WAREHOUSE RECEIVING HOURS: 8AM - 3:30PM**

### **LABOR**

Booth Installation & Dismantle: If utilizing Vista Convention Services South labor, please refer to the Labor Order Form to place your order. Straight time & Overtime hours are also listed on the order form. Exhibitors supervising Vista Convention Services South labor, will need to pick-up and release their labor at the Service Desk.

### **SHIPPING DIRECTLY TO SHOWSITE:**

**TO: ASRA 2013 SPRING MEETING**  
(Exhibiting Company's Name & Booth Number)  
**WESTIN BOSTON WATERFRONT**  
**C/O VISTA CONVENTION SERVICES SOUTH**  
**425 SUMMER STREET**  
**BOSTON, MA 02210**

Shipments arriving before the listed Showsite Delivery Date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor. Please Note: All items and materials that must be brought into the facility may be subject to Material Handling Rates and are the responsibility of the exhibitor.



WESTIN BOSTON WATERFRONT  
BOSTON, MA  
MAY 2-5, 2013



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## BOOTH PACKAGE & EXHIBIT TIMES

THURS., MAY 2 - 3:00PM - 7:15PM  
FRI., MAY 3 - 9:30AM - 4:30PM  
SAT., MAY 4 - 9:00AM - 11AM

Dear Exhibitor:

Vista Convention Services South is pleased to have been selected as the official service contractor for this exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention space assignments should be directed to:

***ASRA 2013 SPRING MEETING***

*Gil Orevi  
Kenes Int'l  
1-3 Rue de Chantepoulet  
Geneva 1, Switzerland  
P: +41 229080488  
F: +41 22906140  
Email: [gorevi@kenes.com](mailto:gorevi@kenes.com)*

All questions regarding shipping, storage, furniture, and labor should be directed to:

*Customer Service  
Vista Convention Services South  
6901 NW 26th Avenue  
Miami, FL 33147  
Tel: (305) 673-1123  
Fax: (305) 673-8713  
Email: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.com)*

All questions regarding electricity, Audio/Visual equipment, telecommunications, photography, and floral for use in your booth should be directed to the appropriate service contractor shown within.

Included in this service kit are order forms for various items you may require for your exhibit. **Vista forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please review and submit your order forms as early as possible.

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

**8' High Backwall - Blue  
3' high siderails - Blue  
1 - 7" x 44" ID Sign**

**1 - 6' Draped Table - Blue  
1 - Wastebasket  
2 - Side Chairs**

***PLEASE NOTE: The exhibit floor is CARPETED.***



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EXHIBIT AREA  
INSTALLATION  
&  
DISMANTLE

## Exhibit Area Installation & Dismantle

### Set-up Date & Times

TUESDAY	APRIL 30, 2013 - 5:00 PM - 11:59 PM (spaces larger than 10x20)
WEDNESDAY	MAY 1, 2013 - 8:00 AM - 11:59 PM
THURSDAY	MAY 2, 2013 - 8:00 AM - 12:00 PM

**All prefabricated displays must be set and empty crates tagged for storage  
by THURSDAY, MAY 2, 2013 - 12:00 NOON**

### Exhibit Dates & Times

THURSDAY	MAY 2, 2013 - 3:00 PM - 7:15 PM
FRIDAY	MAY 3, 2013 - 9:30 AM - 4:30 PM
SATURDAY	MAY 4, 2013 - 9:00 AM - 11:00 AM

### Dismantle Date & Times

SATURDAY	MAY 4, 2013 - 12:00 PM - 11:59 PM
----------	-----------------------------------

**Please note: Freight not picked up by SATURDAY, MAY 4, 2013 AT 4:00 PM will be re-routed through the house carrier.**





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**LIMITS OF  
LIABILITY  
&  
RESPONSIBILITY**

## **Limits of Liability and Responsibility**

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.



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## PAYMENT POLICIES

DEADLINE DATE:  
**APRIL 19, 2013**

### **Payment Options**

We offer three convenient ways for you to pay for furniture and carpet rentals, material handling, signs and other services provided by Vista Convention Services South in our role as the Official Contractors for this show.

#### **1. All checks must be in U.S. funds drawn on a U.S. bank**

#### **2. Advance Payment by Company Check**

Attach check to order forms. Additionally, although you may choose to pay by company check or cash for charges incurred at show site, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Please make all checks payable to Vista Convention Services South.

#### **3. Wire Transfer in U.S. Funds**

Bank information call Vista Convention Services South (305) 673-1123 or e-mail: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.com)

Wire transfers must be initiated and confirmed at least two weeks before move-in.

Wire transfers must include the show name, company name and booth number.

Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista Convention Services South will charge the following fees:

**Domestic incoming wire transfer fee: \$25.00**

**International incoming wire transfer fee: \$35.00**

#### **4. Credit Card**

Use MasterCard, VISA or American Express. To accept charges, you must complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form on the following page. For discount rates to apply, Vista Convention Services South must receive this form by **APRIL 19, 2013**.

### **Showsite Orders**

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as possible before the Discount Deadline Date.

***For the discount prices to be in effect, your order must be received by the Discount Deadline Date, and payment must accompany your order.***

Orders received after the Discount Deadline Date or made at the Exhibitor Service Desk during the show will be billed at the "standard" prices listed on the various forms.

### **Payment Terms**

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed Payment and Credit Card Charge Authorization Form to be on file with Vista Convention Services South in advance to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Prepayments will be indicated, and any balance due must be paid in full by cash, check or credit card upon presentation. All payment inquiries should be resolved before you leave the show.

Invoices will be distributed the last day of the show. If you have any concerns about your charges for inbound freight, installation labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Vista Convention Services South is authorized to charge the exhibitor's credit card for any charges incurred following the show, i.e. dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Vista will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor, outlining charges which were billed.

All charges payable in U.S. Funds only. Checks, cash, Traveler's checks, MasterCard, VISA and American Express are accepted. ***Telephone orders are not accepted.***

**Cancellation Policy:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

**Please Note:** All materials are on a rental basis for the duration of the show and remain the property of Vista Convention Services South.



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WWW.VISTACS.COM

## STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM

DEADLINE DATE:  
**APRIL 19, 2013**

**Rental price includes delivery to and removal from your booth.**

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
<b>SEATING</b>			
____	Upholstered Arm Chair (black only).....	\$100.94	\$151.41
____	Side Chair (black only).....	84.46	126.69
____	Padded Stool (black only).....	97.85	146.78
<b>ACCESSORIES</b>			
____	Wastebasket.....	\$28.33	\$42.50
____	Easel.....	39.66	59.49
____	Chrome Sign Frame (22" x 28")....	61.00	91.50
____	Bag Holder.....	101.97	152.96
____	8' Stanchion.....	43.05	64.58
____	Crossbar.....	43.05	64.58
____	Garment Rack.....	119.00	178.50
____	Literature Rack.....	151.82	227.73

### STANDARD CARPET

Price includes installation & taping front edge.

No guarantee of color match when ordering multiple carpets.

____	10'x 10'	\$199.00	\$298.50
____	10'x 20'	398.00	597.00
____	10'x 30'	597.00	895.50
____	10'x 40'	796.00	1194.00
____	10'x 50'	995.00	1492.50

Circle color: Blue Burgundy Gray Teal Red Purple Black Hunter Green

### CUSTOM SIZE CARPET

Price includes installation to fit booth space, protective covering, and edges taped.

INDICATE OVERALL DIMENSIONS:

\_\_\_\_ ft. x \_\_\_\_ ft. (100 sq. ft. minimum) \$3.09 sq. ft. \$4.64 sq. ft. \_\_\_\_\_  
Circle color: Blue Burgundy Gray Teal Red Purple Black Hunter Green

### CARPET PADDING

INDICATE OVERALL DIMENSION:

\_\_\_\_ ft. x \_\_\_\_ ft. (100 sq. ft. minimum) \$1.54 ft. \$2.31 sq. ft. \_\_\_\_\_

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
<b>DRAPE DISPLAY TABLES - 30" HIGH</b>			

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal  
White Hunter Green

____	2' x 4' x 30".....	\$128.02	\$192.03
____	2' x 6' x 30".....	160.89	241.34
____	2' x 8' x 30".....	182.41	273.62
____	4th Side Drape 6' & 8' Only.....	41.00	61.50

### DRAPE DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal  
White Hunter Green

____	2' x 4' x 42".....	\$157.49	\$236.24
____	2' x 6' x 42".....	190.34	285.51
____	2' x 8' x 42".....	214.14	321.21
____	4th Side Drape 6' & 8' Only....	41.00	61.50

### UNDRAPE DISPLAY TABLES - 30" HIGH

____	2' x 4' x 30".....	\$64.59	\$96.89
____	2' x 6' x 30".....	80.44	120.66
____	2' x 8' x 30".....	91.77	137.66

### UNDRAPE DISPLAY TABLES - 42" HIGH

____	2' x 4' x 42".....	\$79.31	\$118.97
____	2' x 6' x 42".....	95.17	142.76
____	2' x 8' x 42".....	107.64	161.46

### DRAPE RISERS

White Vinyl			
4' One Step .....	\$92.00	\$125.00	
6' One Step .....	120.00	162.00	
Raise & Drape Package			
Table to 42" high.....	\$42.00	\$63.00	

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.  
**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX 6.25%

FULL PAYMENT MUST ACCOMPANY ORDER

TOTAL ALL ITEMS ORDERED

ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM

ENTER TOTAL

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



**WESTIN BOSTON WATERFRONT**  
BOSTON, MA  
MAY 2-5, 2013



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[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

## **PLUSH BOOTH CARPET ORDER FORM**

**DEADLINE DATE:  
APRIL 19, 2013**

**INCLUDES LABOR TO INSTALL AND REMOVE VISQUEEN COVER.**

## **PLUSH BOOTH CARPET - 28 OZ.**

Orders MUST be received by the Deadline Date above to guarantee delivery.

Carpet Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ (calculate to the next full foot, 200 square feet minimum)

<b>QTY</b>	<b>TOTAL</b>
_____ Square feet (200 square feet minimum)	\$4.75 per sq. ft. _____

Please circle your selection:

FRENCH BEIGE	NAVY
COLONY BLUE	BLACK
CHARCOAL GRAY	CREAM
WHITE	

**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%.  
**NO REFUND AFTER DEADLINE DATE.**

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your Advance Order prior to Deadline Date to qualify for Discount Rates. All orders received after Deadline Date and placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to Show closing. No telephone orders accepted.

**SUBJECT TO SALES TAX 6.25%**

**FULL PAYMENT MUST ACCOMPANY ORDER**

**TOTAL ALL ITEMS ORDERED**

**ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM**

**ENTER TOTALS**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH**



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## BOOTH CLEANING ORDER FORM

DEADLINE DATE:  
**APRIL 19, 2013**

### BOOTH CLEANING RATES

**Please indicate your requirements:**

Daily - Vacuuming.....\$ .49 per sq. ft.  
 Once - Vacuuming before initial opening.....\$.52 per sq. ft.

#### Calculate total:

Size of booth: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x rate: \_\_\_\_\_ x No. Of Days: \_\_\_\_\_ = \$ \_\_\_\_\_  
**(Minimum charge: 100 Sq. Ft. Per Day)**  
*Price is based on total square footage of your booth space.*

**NOTE:** All rental carpets are delivered clean to your booth space. However, during set-up, the carpet can become spoiled. We suggest you order cleaning service at least once prior to show opening.

---

### PORTER SERVICE

Vista Convention Services South will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for removal of excess trash. This service is being provided to all exhibitors at a **\$1.35 per square foot per day after a minimum charge of 100 square feet.**

Please calculate your total below:

Size of booth: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x rate: **\$1.35** x Number Of Days: \_\_\_\_\_ = \$ \_\_\_\_\_  
**(Minimum charge: 100 Sq. Ft. Per Day - \$135)**

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTAL

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



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## SPECIAL SIGNS

DEADLINE DATE:  
**APRIL 19, 2013**

### Special Signs

Qty	Size	Digital Prints Advance Prices	Digital Prints after Deadline Price	Amount
_____	7" x 44"	\$35.00	\$43.75	\$_____
_____	14" x 22"	\$50.00	\$62.50	\$_____
_____	22" x 28"	\$75.00	\$93.75	\$_____
_____	28" x 44"	\$105.00	\$131.25	\$_____
_____	1 Meter x 8'	\$175.00	\$218.75	\$_____

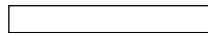
1. Easel back applied to sign quoted upon request.
2. All prices are for single sided-double sided quoted upon request.
3. Special sizes and materials quoted upon request.

- Delivery time is not guaranteed on orders placed at showsite.
- **All orders must be received ten days before show opens. Orders after Deadline Date will be subject to an additional 25% fee.**
- Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator CS3, Photoshop CS3, Quark Express 6.1 or Adobe InDesign CS3. For further details, refer to the Graphic Guidelines page.

Vertical



Horizontal



Color of  
Background

Color of  
Lettering

Please type desired copy below or attach a separate sheet

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTAL

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



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## GRAPHIC GUIDELINES

DEADLINE DATE:  
**APRIL 19, 2013**

## Graphic Guidelines

We can accept graphic files created with the following programs:

- Adobe Acrobat Professional 8.0
- Adobe Illustrator CS3
- Photoshop CS3
- Quark Express 6.1
- Adobe InDesign CS3

We prefer to work with Adobe Acrobat high resolution PDF files. However we will also accept:

Files created on a Mac or Windows platform are equally acceptable. **Except Quark Express files created on a Mac, those graphics must be sent as high resolution PDF files.**

Whenever possible, we prefer artwork saved as vector files, which can be resized without losing resolution. **ALL vector files MUST have fonts converted to outlines or curves.**

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions. If uncertain as to requirements please consult us before sending files.

Files which have been created for web publication, or logos which are scanned from letterheads are NOT accepted for large format digital printing.

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

### Color Matching

Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the Pantone ® color matching system is the preferred method.

### Sending Files

Files which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we would prefer files sent on a CD. **When preparing files please be sure to save all text as curves or outlines and/or include all the fonts which you have used to create your files (true or open type font only).** If you have any questions, please contact us before sending your files.

Forward any graphics to our office:

Vista Convention Services South  
6901 NW 26th Avenue  
Miami, FL 33147  
Tel: (305) 673-1123  
Fax: (305) 673-8713  
Email: [vistasouth@vistacs.com](mailto:vistasouth@vistacs.com)



WESTIN BOSTON WATERFRONT  
BOSTON, MA  
MAY 2-5, 2013

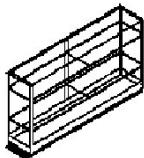


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MIAMI, FL 33147  
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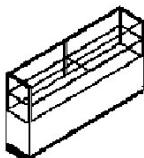
## SHOWCASE ORDER FORM

DEADLINE DATE:  
**APRIL 19, 2013**

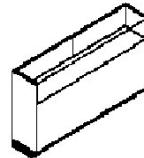
### Showcases



**FULL VISION**

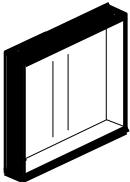


**HALF VISION**

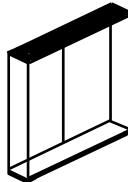


**QUARTER VISION**

The above Counter Cases are 38" High - 20" Deep, Light and Locks (Electrical Outlet NOT included)



**Regular Wall Case - 84" High**



**See through Wall Case - 84" High**

Both cases 18" Deep, Adjustable Glass Shelves, Glass Sliding Doors & Light, Walnut Finish  
(Electrical Outlet NOT included)

Please indicate your requirements:

Quantity	Type of Showcase	Price - Each	Amount
_____	6' Full Vision	\$460.00	\$_____
_____	6' Half Vision	\$460.00	\$_____
_____	6' Quarter Vision	\$460.00	\$_____
_____	6' Regular Wall Case	\$530.00	\$_____
_____	6' See through Wall Case	\$650.00	\$_____

***Please note: All showcase orders received after the deadline date will be charged an additional 30%  
Rental price includes delivery to and removal from your booth space.***

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.  
**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO SALES TAX 6.25%  
FULL PAYMENT MUST ACCOMPANY ORDER  
TOTAL ALL ITEMS ORDERED  
ATTACH TO ORDER RECAP & CREDIT CARD AUTHORIZATION FORM  
ENTER TOTAL

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH BEFORE DEADLINE DATE



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**INTENT TO USE  
NON-OFFICIAL  
CONTRACTORS**

**DEADLINE DATE:  
APRIL 19, 2013**

### **Intent to Use Non-Official Contractors**

**A Non-Official Contractor is:** Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services South no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide Vista Convention Services South with a valid and current Certificate of Insurance naming Vista Convention Services South as the Certificate Holder. This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide Vista Convention Services South with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services South. Non-official contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "Exhibit Crew" badge at Vista Convention Services South Labor Desk.

**Exhibiting Firm:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Authorized Name & Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Full Name of Non-Official Contractor:** \_\_\_\_\_

**Complete Address:** \_\_\_\_\_

**City, State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Non-Official Contractor "Show Site" Representative:** \_\_\_\_\_

**Type of Service to Be Performed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Retain one copy for your files.*



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## LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

### Limits of Liability and Responsibility for Labor

1. Vista Convention Services South shall not be responsible for damage to be uncrated materials, material improperly packed, or concealed.
2. Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Vista Convention Services South shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitors' booth for reloading after the show. Bill-of-Lading covering outgoing shipments, which are furnished by Vista Convention Services South to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Vista Convention Services South shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Vista Convention Services South liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Vista Convention Services South maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.



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## LABOR ORDER FORM

DEADLINE DATE:  
**APRIL 19, 2013**

### Display Labor for Installation and Dismantling of Exhibits

#### Display Labor Rates:

Straight Time	Overtime
\$110.00 per hour	\$165.00 per hour
One hour minimum per worker	One hour minimum per worker
Thereafter 1/2 hr. increments	Thereafter 1/2 hr. increments
ST: 8:00AM to 3:30PM	OT: Before 8:00AM and after 3:30PM
Monday through Friday	Monday through Friday and all hours on Saturday and Sunday

**ALL LABOR ORDERS RECEIVED AFTER THE ABOVE SPECIFIED DEADLINE DATE WILL BE CHARGED AN ADDITIONAL 25%**

**PLEASE NOTE:** 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. **All labor must be signed in/out at the Service Desk.** Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

Please indicate the type of labor requested:

**PLAN A - EXHIBITOR'S SUPERVISION** - All work performed must be under the supervision of the Exhibitor.

	No. Men	Date	Time	Approx. Hours
Set-up				
Dismantle				

**PLAN B - VISTA CONVENTION SERVICES SUPERVISION** - Hourly rate plus 35% Supervision Charge/Minimum \$35.00

Name of Carrier \_\_\_\_\_ # Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Skids \_\_\_\_\_

Shipped to: \_\_\_\_\_ Warehouse \_\_\_\_\_ Showsite \_\_\_\_\_ Display Includes Carpet \_\_\_\_\_ Vista's Rental Carpet \_\_\_\_\_

**SET-UP DIAGRAMS MUST BE INCLUDED WITH LABOR ORDER PLAN B: VISTA SUPERVISION**

After Dismantle Return Display To (Shipping Address): \_\_\_\_\_

VIA:

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

**PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS**

Company Name _____	Booth _____			
Street Address _____	Phone # _____			
City _____	State _____	Zip _____	Fax# _____	
Ordered by (Print or Type) _____	E-Mail _____			
Signature _____	Title _____			
CREDIT CARD: <input type="checkbox"/> M/C <input type="checkbox"/> VISA <input type="checkbox"/> AMEX	ACCOUNT NUMBER: _____	EXPIRATION DATE:		
CARDHOLDERS SIGNATURE: _____		CARDHOLDERS NAME: _____		

MAIL OR FAX TO VISTA CONVENTION SERVICES SOUTH



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MAY 2-5, 2013



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## UNION JURISDICTIONS

### Union Jurisdictions

#### Exhibit Labor Jurisdictions

Union exhibit labor claims jurisdiction for the installing, dismantling, and cleaning of prefabricated exhibits and displays when this work is done by persons other than fulltime company personnel. Labor may be employed by completion of labor forms enclosed in the exhibitor kit. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any laborer to assist you, it should be through the Official Contractor.

#### Freight Handling Jurisdiction

Vista Convention Services South has the responsibility of receiving and handling all exhibits material and empty crates for a fee as published on the enclosed Material Handling page. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. Vista Convention Services South will not be responsible, however, for any materials, they do not handle. Vista Convention Services South will have complete control of the loading dock at all times. If you wish to unload or load you must report to the Vista Convention Services South Service Desk. Do not proceed to the docks until told to do so.

Vehicle must not be left to unattended at the loading areas. Any unattended vehicles will be towed away at owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements are available with Vista Convention Services South to store empty crates. Please refer to the Material Handling and Shipping Information pages for more information.

#### Gratuities

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a paid break. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and Vista Convention Services South.

#### In General

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Vista Convention Services South and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Vista Convention Services South.



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MAY 2-5, 2013



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## MATERIAL HANDLING SERVICES & RATES

DEADLINE DATE:  
**APRIL 19, 2013**

### Material Handling Services & Rates

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove shipment from booth for reloading onto outbound carriers. ***Please note: 200lbs. minimum for this service.***

<p><b>Per CWT (100 lbs.)</b> <i>Minimum charge (200 lbs.)</i></p> <table> <tr> <td><b>Warehouse Rate</b></td><td><b><u>\$100.70</u></b></td></tr> <tr> <td><b>Showsite Rate</b></td><td><b><u>\$109.00</u></b></td></tr> </table>	<b>Warehouse Rate</b>	<b><u>\$100.70</u></b>	<b>Showsite Rate</b>	<b><u>\$109.00</u></b>	<p><b><u>Crated and/or skidded Floor Load Shipments</u></b> These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.</p>
<b>Warehouse Rate</b>	<b><u>\$100.70</u></b>				
<b>Showsite Rate</b>	<b><u>\$109.00</u></b>				
<p><b>Per CWT (100 lbs.)</b> <i>Minimum charge (200 lbs.)</i></p> <table> <tr> <td><b>Warehouse Rate</b></td><td><b><u>\$171.50</u></b></td></tr> <tr> <td><b>Showsite Rate</b></td><td><b><u>\$197.00</u></b></td></tr> </table>	<b>Warehouse Rate</b>	<b><u>\$171.50</u></b>	<b>Showsite Rate</b>	<b><u>\$197.00</u></b>	<p><b><u>Uncrated, Unskidded, Wrapped Shipments and Crated Shipments Requiring Special Handling</u></b> These <u>round trip rates</u> apply to uncrated, unskidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). FedEX and UPS are included in this category due to their delivery procedures and documentation.</p>
<b>Warehouse Rate</b>	<b><u>\$171.50</u></b>				
<b>Showsite Rate</b>	<b><u>\$197.00</u></b>				
<p><b>Per CWT (100 lbs.)</b> <b>A 50% surcharge for each occurrence will apply in addition to the above rates.</b></p>	<p><b><u>Overtime Rates</u></b> <b>All rates quoted above are straight time rates.</b> All freight received at the warehouse and/or showsite that must be moved in or out of the booth before 8:00AM or after 3:30PM on weekdays or all day Saturdays, Sundays or holidays will be charged in addition to the above rates</p>				
<p><b>Per CWT (100 lbs.)</b> <i>Minimum charge (200 lbs.)</i></p> <p><b>A 50% surcharge for each occurrence will apply in addition to the above rates.</b></p>	<p><b><u>Deliveries to Warehouse AFTER DEADLINE DATE</u></b> Shipments received at the warehouse after 3:30PM or after the deadline date of <b>APRIL 19, 2013</b> will be charged in addition to the above rates.</p>				
<p>*First Package <b><u>\$35.00</u></b></p> <p>***Each additional package \$25.00</p>	<p><b><u>Small Package Shipments</u></b> Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.</p>				



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## SHIPPING & MATERIAL HANDLING RECAP

**DEADLINE DATE**  
**APRIL 19, 2013**

### Shipping and Material Handling Recap

For complete information and descriptions on shipping and material handling refer to: SHIPPING INFORMATON, SHIPPING INSTRUCTIONS AND MATERIAL HANDLING AND SERVICE RATES forms within this Exhibitor Service Manual.

**Computation of Order:** When recording weight, round up to the next 100 pounds.

#### Crated and/or skidded Floor Load Shipments

##### **Warehouse**

We will ship \_\_\_\_\_ lbs. @ \$100.70 per 100 lbs. (200 lb. minimum/\$201.40) \$ \_\_\_\_\_

##### **Showsite**

We will ship \_\_\_\_\_ lbs. @ \$109.00 per 100 lbs. (200 lb. minimum/\$218.00) \$ \_\_\_\_\_

#### Uncrated, Unskidded, Wrapped Shipments and Crated Shipments requiring Special Handling

##### **Warehouse**

We will ship \_\_\_\_\_ lbs. @ \$171.50 per 100 lbs. (200 lb. minimum/\$343.00) \$ \_\_\_\_\_

##### **Showsite**

We will ship \_\_\_\_\_ lbs. @ \$197.00 per 100 lbs. (200 lb. minimum/\$394.00) \$ \_\_\_\_\_

#### **Overtime Rates**

All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved **in or out of** the booth before 8:00AM or after 3:30PM on weekdays or all day on Saturdays, Sundays or Holidays will be charged a 50% surcharge for each occurrence in addition to the above rates.

#### **Deliveries to Warehouse AFTER Deadline Date**

Shipments received at the warehouse after 3:30PM or after the deadline date of **FRIDAY, APRIL 19, 2013** will be charged 50% surcharge, for each occurrence, in addition to the above rates.

**Payment Enclosed**

\$ \_\_\_\_\_

**We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. Adjustments must be paid at showsite.** If you have any questions about material handling, please contact Vista Convention Services South, Exhibitor Service Department.

**COMPANY NAME:**

**BOOTH #**



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BOSTON, MA  
MAY 2-5, 2013



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## SHIPPING INFORMATION

### Shipping Information

#### What you should know:

- \* As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at showsite.
- \* Please prepay all shipping charges. Vista Convention Services South cannot accept or be responsible for collect shipments. All shipments must be accompanied by a Bill-of-Lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista Convention Services South for such shipments. Shipments without certified weight documents will be estimated by Vista Convention Services South. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- \* **Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at showsite only. Uncrated shipments received at showsite are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**
- \* Separate mixed van shipments between crated and uncrated. Clearly identify the weights of each on the Bill-of-Lading. Otherwise, Vista Convention Services South will invoice the entire load at the uncrated rate and will be unable to adjust the charges later.
- \* Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.
- \* All shipments for the show received either in advance or at showsite will be charged material handling by Vista Convention Services South. Refer to the *Material Handling Service and Rates Form*.
- \* All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the *Material Handling Service and Rates Form*.
- \* If granted permission for early move-in (off-target move-in) by show management and Vista Convention Services South, the exhibitor is required to use Vista Convention Services South labor for booth installation.

#### Material Handling includes:

- \* Storing your booth in our warehouse for up to 30 days in advance of the show. (Advance shipments only)
- \* Delivering materials to your booth at showsite.
- \* Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of the show.
- \* Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your showsite Bill-of-Lading.

#### Material Handling does not include:

- \* Labor and/or equipment for uncrating, unskidding, assembling, position, leveling, dismantling, regrading and reskidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed. Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).



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## SHIPPING INSTRUCTIONS

### Shipping Instructions

#### Freight Handling Services:

Vista Convention Services South is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form. Vista Convention Services South must have payment before forwarding freight.**

#### SHIPPING IN ADVANCE TO THE WAREHOUSE:

All advance shipments to the warehouse should be addressed/labeled as follows:

TO: ASRA 2013 SPRING MEETING  
(Exhibiting Company's Name & Booth Number)  
C/O YRC FREIGHT  
95 CONCORD STREET  
READING, MA 01864

- To trace your shipment, please contact the Customer Service Department at (305) 673-1123.
- Shipments will be received beginning **TUESDAY, APRIL 2, 2013**.
- Shipments received after the deadline of **FRIDAY, APRIL 19, 2013** will be charged an additional **50% surcharge**.
- Shipments received after **3:30PM** will be charged an **overtime rate**.
- Advance warehouse receiving hours are **Monday through Friday, 8:00AM to 3:30PM**
- Carriers checking in **after 3:30PM Monday through Friday** will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

#### SHIPPING DIRECTLY TO SHOWSITE:

All direct shipments to showsite should be addressed/labeled as follows:

TO: ASRA 2013 SPRING MEETING  
(Exhibiting Company's Name & Booth Number)  
WESTIN BOSTON WATERFRONT  
C/O VISTA CONVENTION SERVICES SOUTH  
425 SUMMER STREET  
BOSTON, MA 02210

Showsite shipments will be received beginning **WEDNESDAY, MAY 1, 2013 AT 8AM**.  
**SHIPMENTS ARRIVING AT SHOWSITE PRIOR TO THIS DATE AND TIME MAY BE REFUSED BY THE VENUE AND/OR CHARGED AN ADDITIONAL FEE.**



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## SHIPPING INSTRUCTIONS OUTBOUND

### Shipping Instructions OUTBOUND

#### Shipping Outbound from Showsite

- All outbound shipments must be accompanied by an official show Bill-of-Lading.
- You may obtain show bills of lading after reviewing your invoice at showsite.
- When shipping to separate destinations, a separate Bill-of-Lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

**FROM:** (Your Company Name)  
**BOOTH #:**  
**SHOW NAME:** ASRA 2013 SPRING MEETING  
**LOCATION:** Westin Boston Waterfront  
**TO:** (Shipping Address)

- Once your shipment is packed and labeled, return your show Bill-of-Lading to the Vista Convention Services South Service Desk.
- All Bill-of-Ladings must be turned in no later than **SATURDAY, MAY 4, 2013 AT 1PM.**

**DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!**

- Failure to turn in your show bill of lading by the designated deadline may result in additional overtime charges and/or the rerouting of your materials.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **YRC FREIGHT**) must be checked in no later than **SATURDAY, MAY 4, 2013 AT 1PM.**



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## LIMITS OF LIABILITY FOR MATERIAL HANDLING

### Limits of Liability for Material Handling

- \* Vista Convention Services South shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- \* Vista Convention Services South shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
- \* Vista Convention Services South shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by Vista Convention Services to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
- \* Vista Convention Services South shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- \* Vista Convention Services South's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, Vista Convention Services South's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment; whichever is less.
- \* Vista Convention Services South shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- \* The consignment or delivery of a shipment to Vista Convention Services South by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
- \* Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- \* Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- \* Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Vista South assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.
- \* Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. Vista will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, Vista South reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by Vista South.



WESTIN BOSTON WATERFRONT  
BOSTON, MA  
MAY 2-5, 2013



6901 NW 26th AVENUE  
MIAMI, FL 33147  
TEL: (305) 673-1123 FAX: (305) 673-8713  
[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

## IMPORTANT FREIGHT INFORMATION

### Important Freight Information

#### Definition of Special Handling:

**“Shipments that are loaded in such a manner as to require additional labor to unload, sort and deliver.”**

**Vista Convention Services South uses the following definitions in assessing Special Handling surcharges for material handling:**

- ⇒ **Ground Load/Unload** - Vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.
- ⇒ **Side Door Load/Unload** - Shipments that cannot be accessed from the rear of the trailer.
- ⇒ **Constricted Space Load/Unload** - Trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).
- ⇒ **Designated Piece Load** - Driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.
- ⇒ **Stacked Shipments** - Shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute special handling.
- ⇒ **Mixed Shipments** - Multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, DHL, USPS.
- ⇒ **Improper delivery receipts** - Shipments that arrive without individual bills of lading, such as UPS, FedEx, DHL and USPS.



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MATERIAL  
HANDLING  
SPECIAL SERVICES

## Material Handling Special Services

### Empty Storage

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services South may acquire on-site storage for empty containers based on the following rates: \$20.00 per carton and \$30.00 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

### Mobile Unit Spotting

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services South supervision services at the rate of \$275.00 round-trip per mobile unit. A representative from Vista Convention Services South will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

### Shipments Returned to Warehouse

At the close of show, for re-forwarding or storage, there will be an additional charge for shipments returned to our warehouse. The initial and minimum fee is \$50.00 up to the first 100 lbs. For shipments over 100 lbs, a fee of \$25.00 per cwt. on straight time and \$30.00 per cwt. on overtime will apply. Warehouse storage space is limited. Please call our Customer Service Department at (305) 673-1123 to confirm availability prior to show.

### Special Rates and Services

Steel banding is available at \$1.05 per linear foot, plus one-half hour minimum labor.

### UPS & FEDEX Shipments

A fee of \$75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services South Warehouse.

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_ (EXHIBITOR NAME) (BOOTH #)  
  
ASRA 2013 SPRING MEETING  
C/O VISTA CONVENTION SERVICES SOUTH  
6901 NW 26TH AVE  
MIAMI, FL 33147

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_ (EXHIBITOR NAME) (BOOTH #)  
  
ASRA 2013 SPRING MEETING  
C/O VISTA CONVENTION SERVICES SOUTH  
6901 NW 26TH AVE  
MIAMI, FL 33147

**FOR ADVANCE SHIPMENTS ONLY**

DELIVER NO LATER THAN FRIDAY, APRIL 19, 2013  
RECEIVING 8AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3:00PM.

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_ (EXHIBITOR NAME) (BOOTH #)  
  
ASRA 2013 SPRING MEETING  
C/O VISTA CONVENTION SERVICES SOUTH  
6901 NW 26TH AVE  
MIAMI, FL 33147

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_ (EXHIBITOR NAME) (BOOTH #)  
  
ASRA 2013 SPRING MEETING  
C/O VISTA CONVENTION SERVICES SOUTH  
6901 NW 26TH AVE  
MIAMI, FL 33147

**ON-SITE DIRECT SHIPMENTS ONLY**

FROM:

**FROM:**

**TO:** \_\_\_\_\_ **(EXHIBITOR NAME)** \_\_\_\_\_ **(BOOTH #)**

**ASRA 2013 SPRING MEETING  
WESTIN BOSTON WATERFRONT  
C/O VISTA CONVENTION SERVICES SOUTH  
425 SUMMER STREET  
BOSTON, MA 02210**

**ON-SITE DIRECT SHIPMENTS ONLY**

**TO:** \_\_\_\_\_ **(EXHIBITOR NAME)** \_\_\_\_\_ **(BOOTH #)**

**ASRA 2013 SPRING MEETING  
WESTIN BOSTON WATERFRONT  
C/O VISTA CONVENTION SERVICES SOUTH  
425 SUMMER STREET  
BOSTON, MA 02210**

**FOR ON-SITE DIRECT SHIPMENTS ONLY**

**ON-SITE DIRECT SHIPMENTS ONLY**

**FROM:**

FROM:

I.C.: \_\_\_\_\_ (EXHIBITOR NAME) \_\_\_\_\_ (BOOTH #)

**EXHIBITOR NAME**) **(BOOTH #)**

**ASRA 2013 SPRING MEETING  
WESTIN BOSTON WATERFRONT  
C/O VISTA CONVENTION SERVICES SOUTH  
425 SUMMER STREET  
BOSTON, MA 02210**

**ON-SITE DIRECT SHIPMENTS ONLY**

**EXHIBITOR NAME**) **(BOOTH #)**

**ASRA 2013 SPRING MEETING  
WESTIN BOSTON WATERFRONT  
C/O VISTA CONVENTION SERVICES SOUTH  
425 SUMMER STREET  
BOSTON, MA 02210**

**WESTIN BOSTON WATERFRONT**  
**Electrical Service Form**

Name of Show:	Location/ Booth:			
Show Dates:	Set Up Time:			
Company Name:	Break Down Time:			
Address:				
City: _____ State: _____				
Exhibitor Representative:	Phone Number			
Accounts Receivable Number:				

**GENERAL CONDITIONS**

1. All orders must be received 48 hours prior to show opening to insure advance prices. All other orders will be subject to floor prices, a 50% increase.
2. On site payment terms will be credit card only. NO CASH OR CHECKS WILL BE ACCEPTED.
3. All questions on billing must be settled prior to the closing date of show. No credit will be issued on any outlet as ordered, whether used or not.
4. Electrical power for lights and displays will be turned on 1/2 hour before show opening and turned off 1/2 hour after closing time.
5. Accompany this form with sketch of booth showing lighting and electrical outlets desired.
6. Exhibitor shall not be allowed to arrange for work other than with Westin Boston technicians. Local ordinances prohibit the use of more than two (2) connections per outlet box for lighting and one (1) connection for power outlet.
7. All wiring and other electrical installations, motors, etc. must be approved. Exhibitor shall not be permitted to add wattage except when ordering the same.
8. All missing and damaged material will be subject to replacement in full by exhibitor.
9. If using specific NEMA connector for single phase (1) or three phase (3) application please enclose NEMA number, sketch and/or connector.
10. All connections will be correct NEMA-type for current and voltage to be applied. All cable will be SO- or SJ-type. All connectors will be grounded. PLEASE ENCLOSE NEMA NUMBER, SKETCH AND/OR CONNECTOR NEMA #.
11. Westin Boston Waterfront cannot be held responsible for any damage that occurs to exhibitor and/or equipment through operator negligence or any act of God.
12. Under no circumstances shall anyone other than the "licensed hotel electrician" make any electrical connections, live power or reset breakers.
13. All drapery , props, and materials used in the Westin Boston Waterfront must have fire retardant certifications or it will not be allowed.
14. Local and long distance calls gives you the ability to dial outside of the hotel by dialing "9". Incoming calls will be connected to you via the hotel operator (unless DID is requested).
15. Direct inward dial (DID) installation fee gives you the ability to dial outside of the hotel by dialing "9". Callers can dial directly to your location without going through the hotel operator.
16. Audio conference phone (polycom) installation fee: this high quality audio conferencing system uses the digital signal processing technology to provide clear sound. It gives multiple users the ability to talk and listen simultaneously in a large room.
17. Outdoor banner hanging is subject to different pricing and conditions. Please contact your event manager for details.
18. Any request not shown on the Service Order Form should be directed to the Westin Boston Waterfront Engineering Department for further information.
19. Electrical services are a one time charge. Telephone and internet services are charged on a daily basis.

I have read and agree to the general conditions as outlined by the hotel.

Initial \_\_\_\_\_

LIST REQUIREMENTS BELOW	Unit Cost	QTY	# of Days	TOTAL	Comments
<b>Standard Electrical Service- labor cost apply</b>					
20amp circuit with extension cord	\$105.00			\$0.00	
20 amp circuit with power strip	\$130.00			\$0.00	
Additional power strips on same circuit	\$25.00			\$0.00	
<b>Special Electrical/ CAM LOCK Service - requires a minimum charge of 1 hour labor</b>				\$0.00	
60 amps/7200 watt, 208 volt, 1PH/3PH circuit	\$525.00			\$0.00	
100 amps/12000 watt, 208 volt, 1PH/3PH circuit	\$850.00			\$0.00	
200 amps/24000 watt, 208 volt, 1PH/3PH circuit	\$1,050.00			\$0.00	
400 amps	\$1,300.00			\$0.00	
<b>Engineering Labor</b>					
1/2 Hour Weekday	\$35.00				
\$70.00 1 Hour Weekday	\$70.00			\$0.00	
\$70.00 1/2 Hour Holiday or Weekend	\$70.00				
\$140.00 1 Hour Holiday or Weekend	\$140.00			\$0.00	
<b>Television</b>					
In House TV Video Access (VHS or DVD, Hotel must approve all Videos before airing), Per day	\$400.00			\$0.00	
Cable Access, per drop	\$75.00			\$0.00	
<b>Internet Pricing (large bundles contact IT Dept.)</b>					
1 network drop for a PC or device per room (includes 1 PC)	\$300.00			\$0.00	
~ Each extra PC connected a each drop	\$100.00			\$0.00	
Wireless Internet Connection Per laptop (Groups under 15), Groups over 15 contact IT Dept.	\$50.00			\$0.00	
Wireless connection (PC's provided by customer), 15 computers at one time	\$500.00			\$0.00	
Each drop with 1MB of bandwidth (includes 1 Static IP with required bandwidth for a device)	\$1,200.00			\$0.00	
Each extra megabyte after the initial drop (specified above)	\$300.00			\$0.00	
Network connection to BCEC 1 time fee per event (must coordinate with IT dept.)	\$500.00			\$0.00	
Extension of customer private network. Customer responsibility to deliver WAN to Data room (max. 2 day charge per event)	\$1,300.00			\$0.00	
<b>Telephone charges- Subject to 6.25% MA State Tax</b>					
Standard Analog line - in house line, use for credit card machines, per line	\$130.00			\$0.00	
Voice Mail, per line	\$40.00			\$0.00	
Multi line phones, per line	\$150.00			\$0.00	
DID - (9 + ____ ) each, direct dial in and out, per line	\$250.00			\$0.00	
DID - (9 + ____ ) each, direct dial in and out with conference phone, per line	\$250.00			\$0.00	
<b>Banner Hanging-</b> please contact your event manager				\$0.00	
Each banner	\$75.00			\$0.00	
Hanging with lift (above 10')	\$125.00			\$0.00	
<b>TOTAL</b>				<b>\$0.00</b>	

**Payment information:**

Master #

Internet Code:

Enclose Check Payable to: **Westin Boston Waterfront**

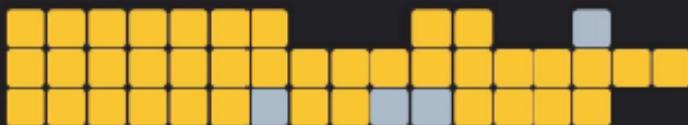
To pay with Credit Card please list a contact email so that we may share our credit card authorization form with you.

Mail Checks to: **Convention Services Department**  
425 Summer Street  
Boston, MA 02210

@

Telephone: 617-532-4600  
Fax: 617-532-4889

For questions regarding electrical and telephone services please contact Engineering Electrician Neil McBride at neil.mcbride@westin.com



THE WESTIN  
BOSTON WATERFRONT



## AUDIOVISUAL SERVICES

From helping small gatherings create a great impact to amplifying a stage experience for hundreds of attendees, PSAV's event technology enhances every image, note and nuance of your important communication. Our goal is to achieve yours, effectively delivering your messages and making your meeting a memorable success.



### POPULAR COMPONENTS

Laptop Computer	\$250
LED Wash Light	\$85
Powered Speaker	\$105
Wired Microphone	\$65
Wireless Microphone	\$185
4-Channel Mixer	\$70
12-Channel Mixer	\$150
32" LCD Monitor	\$275
46" LCD Monitor	\$525
8' Tripod Screen	\$85
6' x 8' Fast-Fold® Screen	\$215
7'6" x 10' Fast-Fold® Screen	\$250
9' x 12' Fast-Fold® Screen	\$285
10'6" x 14' Fast-Fold® Screen	\$335
6' x 10'5" Fast-Fold® Screen	\$315
7'6" x 13'4" Fast-Fold® Screen	\$355
9' x 16' Fast-Fold® Screen	\$395
10'6" x 18'8" Fast-Fold® Screen	\$525



### STANDARD LABOR RATES

Setup / Strike	\$75/hr.
Event Operation	\$85/hr.

Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV® Presentation Services solutions are subject to our property's standard service fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

For more information, contact your PSAV representative at: 617.532.4633 or visit us on the Web at: [partner.psav.com/thewestinbostonwaterfront](http://partner.psav.com/thewestinbostonwaterfront)

**PSAV**

Technology Meets Inspiration

